

**Developmental Disabilities Council
Membership Committee**

**SEPTEMBER 16, 2004
Red Lion Inn at the Park, Spokane**

PRESENT: Vickie Foster, Diana McMaster; Alphonso Lee, Mike Hatch, Erin Platts, Larry Garman, Clara Link

Absent: M.J.. Sizemore, Tracie Day

Staff: Cathy Townley

Call to order/agenda/approval of minutes

The meeting was called to order at 1:00 p.m. by Diana McMaster who graciously offered to Chair in place of Tracie.

Minutes

The minutes of the previous meeting were approved as written.

SOCIAL/DINNER

The social/dinner was held the evening of September 15. Everyone enjoyed the occasion. It was suggested that the committee come up with an idea to have more opportunity to mingle. It was decided that having a social/dinner would be a good idea when meetings are in eastern Washington.

TRAINING SESSION:

The morning training on How to be a Chair went very well. It was decided that the Council will continue to provide these morning trainings on Thursday mornings before the workgroup meetings.

DEVELOPMENT DAY 2005

Development Day will be held in Yakima May 19, 2005. The evaluations indicated areas of interest for the next development day. Ed informed us that there is a grant that could help us with speakers in several of the topics identified by the Council. Areas of interest could be classified in broad categories that include: Interaction – Activities/Input; effective working together; ethnic outreach; promoting inclusion through active participation; communication; how to deal with conflict; speaking up; and diversity. Suggestions on how the day may look are: 9-12:00 session on Effecting working together (whole group), 2 sessions in the afternoon and then the group would come back together at the end of the day. The afternoon could be breakout sessions with 2 or 3 groups and a choice of sessions. Cathy and Ed will come up with a profile to send out asking Council members what they would like to have for training sessions. Ed will do a write up for the technical assistance package to pay for speakers if needed.

MENTORSHIP PROGRAM

Ed stated that mentoring should be a natural process – not assignments. The social time could help this process. Larry suggested that the committee have a profile on each

Council member which would include their interests, which workgroup and committee they are on, if they want a mentor, etc. Cathy will call each Council member and put together a profile for them. Alphonso and Erin will share the duties of the Mentor Coordinator and work together. The Membership Committee needs to be aware of the needs of new members and assist them in preparing for meetings. Vickie and Cathy, along with Ed and the Membership Committee will design an orientation program for Larry and Laethan which will be held in November in conjunction with the Membership Committee meeting. Staff roles will be included in the orientation. Cathy will prepare packets for the orientation.

COMMITTEE/WORKGROUP ASSIGNMENTS

Cathy presented the assignments for committees and workgroups. She will call the people interested in being a chair, finalize the assignments, and get Ed and George's approval. The chart of assignments will be mailed to all Council members.

NOVEMBER AGENDA:

- Timeline/Charter
- Development Day
- Mentorship Program
- Social Time Evaluation: Update

With that the meeting was adjourned.